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From: Pribeck, Kristen (DPH)
Sent: Monday, June 18, 2007 9:04 AM
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Cc:
Subject: Room 358 (Copy and Break Room)

Importance: High

The 3rd Floor Copy and Break Room (Room 358) will be cleaned and refurbished the week of **Monday, June 25 through Friday, June 29**. The file cabinets and floor will be replaced, and the walls will be painted.

Please remove all personal items from the room by close of business (5:00 pm) on **Thursday, June 21**. This includes all items from the refrigerators and any items on top of the file cabinets or on the table. Any items left in the room after 5:00 pm on Thursday may be disposed of.

On **Friday, June 22** all items in that room will be removed so that the update can begin first thing Monday morning.

The copy machine will be moved to the hallway on the east wing. The refrigerators and microwaves will be removed from the room and cleaned, and one refrigerator will be moved back up to the third floor hallway to use for the second half of the week. Microwaves cannot be placed in the hallway due to the risk of setting off the fire alarm, but if you need to use a microwave there are units available in the Cafeteria.

We hope that everyone enjoys the facelift and strives to keep the room in good condition. If you have any questions or concerns, please let me know.

Thank you,
Kristen

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